



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Public Hearing to Consider Adopting Resolution Approving Paratransit Service Policy and Procedures and Implementing Proposed Changes to Existing Dial-A-Ride Services

MEETING DATE: December 19, 2007

PREPARED BY: Public Works Director

RECOMMENDED ACTION: Conduct a public hearing to consider adopting a resolution approving Paratransit Service Policy and Procedures and implementing proposed changes to existing Dial-A-Ride services.

BACKGROUND INFORMATION: The City of Lodi currently provides transit service as described in Table 1 (attached). In accordance with the Americans with Disabilities Act (ADA), the City is required to offer Paratransit (Dial-A-Ride, DAR) services for those unable to access the fixed route system. While the current system serves those transit riders who are unable to ride the fixed route, the system does not require riders to be certified ADA eligible (who would be given priority over other Dial-A-Ride passengers).

During the last Federal Transit Administration Triennial Review, the reviewers found that the City of Lodi needs to develop and implement an ADA Paratransit system capable of certifying ADA eligible patrons and tracking their ride requests (Attachment 1). The existing Dial-A-Ride service can be offered in addition to the ADA Paratransit service but is not required. Staff is recommending that the Dial-A-Ride service continue, however, we are recommending that the service be limited to reservations only during the hours that the fixed route operates. Demand responsive service would continue to operate as it does now outside of fixed route hours of operation.

Staff has drafted the policies and procedures and made them available to the public at two forums held on December 5th and 6th. Comments received from those forums will be presented at the Public Hearing. The policy is shown in the attached resolution and the procedures generally are:

- Upon request, passengers will receive a Paratransit Application and Physician's Verification form. Passengers will complete the application and have their physician sign the verification form.
- Passengers will submit the application and physician's verification form to the City of Lodi Public Works Department, Transportation Division.
- Staff will review the application, confirm the physician's verification by telephone, and issue an eligibility letter and card to those who are certified.

If Council approves adoption of the new policies and procedures, staff anticipates an effective date of February 1, 2008.

APPROVED: _____
Blair King, City Manager

FISCAL IMPACT: The addition of the Paratransit service is not expected to significantly affect ridership or costs. The proposed change to reservations-based travel for Dial-A-Ride should increase efficiency, allowing the City to provide service to the same passengers with a reduction in revenue service hours billed by the Contractor.

FUNDING AVAILABLE: None required at this time.

Richard C. Prima, Jr.
Public Works Director

Prepared by Tiffani M. Fink, Transportation Manager

RCP/TMF/pmf

Attachments

Table 1

Existing Schedule of Services

Service Type	Weekday Operating Hours	Saturday Operating Hours	Sunday Operating Hours	Fare (General Public/ Senior-Disabled-Medicare)
Fixed Route	6:15 am-6:54 pm	7:45 am-3:09 pm	7:45 am-3:09 pm	\$1.00/ \$0.50
Dial-A-Ride (Reservations)	6:15 am-9:00 pm	7:45 am-6:00 pm	7:45 am-4:00 pm	\$5.00/ \$1.50 (\$1.00 surcharge outside of Lodi)
Dial-A-Ride (Demand)	8:00 am-9:00 pm	8:00 am-5:00 pm	8:00 am-3:00 pm	\$5.00/ \$1.50 (\$1.00 surcharge outside of Lodi)

* Reservations available the day before, no reservations taken on Holidays.

Proposed Schedule of Services

Service Type	Weekday Operating Hours	Saturday Operating Hours	Sunday Operating Hours	Fare (General Public/ Senior-Disabled-Medicare)
Fixed Route	6:15 am-6:54 pm	7:45 am-3:09 pm	7:45 am-3:09 pm	\$1.00/ \$0.50
VineLine (New ADA Service)	<i>6:15 am-7:00 pm</i>	<i>7:45 am-3:15 pm</i>	<i>7:45 am-3:15 pm</i>	<i>\$1.50 (No General Public) (\$1.00 surcharge outside of Lodi)</i>
Dial-A-Ride (Reservations Only)	6:15 am-9:00 pm	7:45am-6:00 pm	7:45 am-4:00 pm	\$5.00/ \$1.50 (\$1.00 surcharge outside of Lodi)
Dial-A-Ride (Demand Response)	<i>7:00 pm-9:00 pm</i>	<i>3:00 pm-5:00 pm</i>	<i>3:00 pm-4:00 pm</i>	<i>\$5.00/ \$1.50 (\$1.00 surcharge outside of Lodi)</i>

* Reservations available the day before, VineLine passengers will be able to make next day service requests on Holidays.

Note: Changes shown in bold italics.

Federal Transit Administration Review Findings for ADA

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of complementary paratransit service.

Findings: During this Triennial Review of the City of Lodi, deficiencies were found with the FTA requirements for ADA.

The City of Lodi, through its third party contractor, MV Transportation, operates a Fixed Route service and Dial-A-Ride. The City's public information refers to Dial-A-Ride as an open to the general public, demand response transit system. The City does not have an eligibility process to ensure only persons who meet the regulatory criteria are regarded as ADA eligible. Further, the City has not developed an appeals process. A review of the City's public information does not contain information sufficient to describe its ADA complementary paratransit service and the requirements to determine eligibility.

Corrective Action and Schedule: Within 30 days, the City is to submit a letter to the FTA Region IX Civil Rights Officer (CRO) expressing its intent to comply with the Federal Department of Transportation's requirements to provide paratransit service.

Within 60 days, the City is to provide the CRO with a draft management plan on how it will come into compliance with the DOT requirements for paratransit service. At a minimum, the plan should address how the City will:

- Implement eligibility and appeals processes
- Communicate to the public its paratransit and eligibility requirements
- Develop internal management controls to ensure the provision of service, service area, response time, fares, days and hours of service, trip purpose and subscription service are in accordance with the ADA Complementary Paratransit service requirements
- Develop procedures to ensure the City has adequate capacity to meet demand
- Develop procedures to ensure the City has adequate oversight of the contracted paratransit services

Within 120 days, the City is to submit to the CRO evidence of its eligibility and appeals processes, public information and management procedures.

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING PARATRANSIT SERVICE POLICY AND
PROCEDURES AND IMPLEMENTING CHANGES TO
EXISTING DIAL-A-RIDE SERVICES

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WHEREAS, in accordance with the Americans with Disabilities Act (ADA), the City of Lodi is required to offer Paratransit (Dial-A-Ride, DAR) services for those unable to access the fixed route system; and

WHEREAS, during the last Federal Transit Administration Triennial Review, the reviewers found that the City of Lodi needs to develop and implement an ADA Paratransit system capable of certifying ADA eligible patrons and tracking their ride requests; and

WHEREAS, staff recommends that Dial-A-Ride service be limited to reservations only during the hours that the fixed route operates and that demand responsive service continue to operate as it presently does outside of fixed route hours of operation.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the Paratransit Service Policy and Procedures, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that the changes to the existing Dial-A-Ride services shall be implemented on February 1, 2008.

Dated: December 19, 2007

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I hereby certify that Resolution No. 2007-_____ was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 19, 2007, by the following vote:

AYES: COUNCIL MEMBERS –

NOES: COUNCIL MEMBERS –

ABSENT: COUNCIL MEMBERS –

ABSTAIN: COUNCIL MEMBERS –

RANDI JOHL
City Clerk

2007-_____

COMPLEMENTARY PARATRANSIT POLICY
December 19, 2007

INTRODUCTION

This policy regarding Complementary Paratransit services by the City of Lodi (under agreement with our operator) applies to service which, in accordance with the Americans with Disabilities Act of 1990, is required by all operators of Fixed Route service, which includes the City of Lodi.

POLICY

- I. The City of Lodi shall offer Complementary Paratransit services during all hours in which the City of Lodi Fixed Route service is in operation.
- II. Complementary Paratransit services shall be offered in accordance with all Americans with Disabilities Act and Federal Transit Administration requirements in regards to access, fares and service level.
- III. Fares for service will be as set from time-to-time by the City Council by resolution.
- IV. The City's Public Works Department Transportation Division shall oversee the submittal of applications, their review and any and all approvals. All monitoring data in accordance with Federal Transit Administration requirements shall be provided by the operations contractor and monitored by Transportation Division staff. Appeals of Public Works Department's decisions shall be to the City Manager.
- V. Any visitors presenting an ADA eligibility card issued by another transit system shall be eligible to utilize the City system for up to 30 days.
- VI. Reservation Only – Reservations must be received by close of business the day prior to the requested service day.



***Please immediately confirm receipt
of this fax by calling 333-6702***

CITY OF LODI
P. O. BOX 3006
LODI, CALIFORNIA 95241-1910

ADVERTISING INSTRUCTIONS

**SUBJECT: PUBLIC HEARING TO CONSIDER RESOLUTION APPROVING
PARATRANSIT SERVICE POLICY AND PROCEDURES AND
IMPLEMENTING PROPOSED CHANGES TO EXISTING DIAL-A-
RIDE SERVICES**

PUBLISH DATE: SATURDAY, DECEMBER 1, 2007

LEGAL AD


TEAR SHEETS WANTED: One (1) please

SEND AFFIDAVIT AND BILL TO:

RANDI JOHL, CITY CLERK
City of Lodi
P.O. Box 3006
Lodi, CA 95241-1910

DATED: TUESDAY, NOVEMBER 27, 2007

**ORDERED BY: RANDI JOHL
CITY CLERK**


JENNIFER M. PERRIN, CMC
DEPUTY CITY CLERK

CYNTHIA MURPHY
ADMINISTRATIVE CLERK

Verify Appearance of this Legal in the Newspaper – Copy to File

Faxed to the Sentinel at 369-1084 at _____(time) on _____(date) _____(pages)
LNS _____ Phoned to confirm receipt of all pages at _____(time) _____JLT _____DRC _____JMP (initials)



DECLARATION OF POSTING

PUBLIC HEARING TO CONSIDER RESOLUTION APPROVING PARATRANSIT SERVICE POLICY AND PROCEDURES AND IMPLEMENTING PROPOSED CHANGES TO EXISTING DIAL-A-RIDE SERVICES

On Tuesday, November 27, 2007, in the City of Lodi, San Joaquin County, California, a Notice of Public Hearing to consider resolution approving Paratransit Service Policy and Procedures and implementing proposed changes to existing Dial-A-Ride services (attached and marked as Exhibit A) was posted at the following locations:

Lodi Public Library
Lodi City Clerk's Office
Lodi City Hall Lobby
Lodi Carnegie Forum

I declare under penalty of perjury that the foregoing is true and correct.

Executed on November 27, 2007, at Lodi, California.

ORDERED BY:

**RANDI JOHL
CITY CLERK**


JENNIFER M. PERRIN, CMC
DEPUTY CITY CLERK

CYNTHIA MURPHY
ADMINISTRATIVE CLERK



CITY OF LODI

Carnegie Forum
305 West Pine Street, Lodi

NOTICE OF PUBLIC HEARING

Date: December 19, 2007

Time: 7:00 p.m.

For information regarding this notice please contact:

Randi Johl,
City Clerk

Telephone: (209) 333-6702

EXHIBIT A

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on **Wednesday, December 19, 2007**, at the hour of 7:00 p.m., or as soon thereafter as the matter may be heard, the City Council will conduct a public hearing at the Carnegie Forum, 305 West Pine Street, Lodi, to consider the following matter:

- a) Adopt resolution approving Paratransit Service Policy and Procedures and implementing proposed changes to existing Dial-A-Ride services.

Information regarding this item may be obtained in the Public Works Department, 221 West Pine Street, Lodi, (209) 333-6706. All interested persons are invited to present their views and comments on this matter. Written statements may be filed with the City Clerk, City Hall, 221 West Pine Street, 2nd Floor, Lodi, 95240, at any time prior to the hearing scheduled herein, and oral statements may be made at said hearing.

If you challenge the subject matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the City Clerk, 221 West Pine Street, at or prior to the close of the public hearing.

By Order of the Lodi City Council:

A handwritten signature in black ink, appearing to be "Randi Johl", written over a horizontal line.

Randi Johl
City Clerk

Dated: November 21, 2007

Approved as to form:

A handwritten signature in black ink, appearing to be "D. Stephen Schwabauer", written over a horizontal line.

D. Stephen Schwabauer
City Attorney